



# City Manager's REPORT

JUNE 2020

Monthly Report to Annapolis City Council

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# Letter from the City Manager



Annapolis City Manager  
David Jarrell, PE



Dear City Council members,

I am pleased to provide the City Manager's Monthly Report for June 2020.

Although these are trying times for our City and country, our City staff stepped up and performed above and beyond our expectations in sustaining City operations. I am so proud of our employees, who have not missed a beat.

The Fiscal Year 2021 Operating and Capital Budgets were passed in June. This was an unusually difficult process due to the late changes that were required in the revenue and expense estimates due the Coronavirus pandemic that crippled the economy in March and thereafter. It is anticipated that both Fiscal Years 2021 and 2022 will be unusually difficult budget years for most governmental entities.

Several events this month deserve a special highlight:

A large apartment fire occurred at 1008 Spa Road during the month. Our fire department teamed with partner fire departments to contain the blaze within about an hour. As result of the fire, 37 apartment residents were displaced. The Red Cross worked closely with Emergency Management, Recreation and Parks, and Transportation to provide urgently needed assistance to these residents. Fortunately, there were no civilian injuries as result of the fire.

City departments worked expediently and collaboratively to launch six Recovery Zones in the city. The initiative is a part of the City's efforts to assist businesses and restart commerce during the COVID-19 pandemic by allowing restaurants and retail establishments to operate outside on City streets and sidewalks and private parking lots. Through streamlined City permitting processing, the first Recovery Zone event was held on Wednesday, June 3 and included citywide outdoor dining along Inner West Street, Upper Main Street, Maryland Avenue, Dock Street, Market Square, and South Forest Drive.

This month also marked the City's acceptance of the Sustainable States Community Energy Challenge. As part of a group of 30 communities in five states, the City will assess the clean energy goals and initiatives, compare progress across similarly sized cities, assess future initiatives, and provide assistance as part of the cohort in Maryland to complete a priority clean energy initiative.

A big thanks to Lyn Farrow and Michelle Stephenson for assisting with this report's new format. Your comments and suggestions on the format are always welcome.

Until next month...

Sincerely,

*David*

David Jarrell  
City Manager



# Mayor's Office and City Council

## Issues Before the City Council

### June 1: Regular Meeting

- Executive Order to Allow Outside Dining
- Presentation on Recovery Zones to the City Council from the Small Business Recovery Task Force

### June 15: Special Meeting

- Public Hearing on Annual Budget and Appropriation and Property Tax Levy – to approve the Fiscal Year 2021 Operating and Capital Budgets

### June 18: Virtual Work Session

- 2021 City of Annapolis Municipal Election and Voting by Mail - changing the deadline for the timeliness of absentee ballots for 2021 City of Annapolis elections
- Council discussion of Crisis Incident Team and their roles and responsibilities

### June 22: Special Meeting

- City Council Public Hearings - clarifying the rules of procedure concerning the scheduling of public hearings before the City Council
- Confirming new Director of Public Works - Michael Johnson, P.E.
- Adequate Public Facilities - clarifying the circumstances that would require a traffic impact analysis for a proposed project; clarifying the standards to be used to determine adequacy; and generally relating to the adequacy of auto transportation facilities
- Waterfront Mixed Maritime District - allowing professional offices in the WMM zoning district in accordance with certain standards; amending certain parking standards; and making stylistic changes
- Deputy City Manager for Resilience and Sustainability - establishing the position of Deputy City Manager for Resilience and Sustainability; providing for certain terms of employment and compensation; clarifying duties and responsibilities; transferring certain environmental programs and activities.

## Legislation Adopted

### June 8, 2020

- R-32-20 George Floyd
- R-33-20 Chesapeake Bay Awareness Week
- R-36-20 State of Emergency - Extension
- R-26-20 Fiscal Year 2021 Fees Schedule
- R-27-20 Fiscal Year 2021 Fines Schedule

### June 15, 2020

- O-16-20 Annual Budget and Appropriation Ordinance and Property Tax Levy

### June 22, 2020

- O-11-19 R2-NC District - Demolitions
- O-5-20 City Council Meetings – Order of Business
- O-19-20 City Council Public Hearings
- R-37-20 Director of Public Works – Michael Johnson, PE
- R-38-20 Position Classifications and Pay Plan

## Community Engagement Upcoming Events

### 2021 Pilot City Internship Program Teaches Civics and Gives Students Career-Building Skills

The City of Annapolis has launched a six-week pilot, One Annapolis “Young Agents of Change,” internship program. Nine students from Annapolis High are scheduled to begin their internships with a day of training on Tuesday, July 7, 2020.

Conrad Buchheister, an Annapolis High School Honors Social Studies teacher will work with the Mayor's office to implement the program for the City of Annapolis. Buchheister selected students from his classes who had shown an interest in government.

# Annapolis Fire Department

## 1008 Spa Road – Structure Fire

On June 25, 2020 at approximately 4:00 p.m., the Annapolis Fire Department was dispatched for an apartment fire in the 1000 block of Spa Road. Units arrived on location to find a three-story apartment complex with heavy fire from the roof. A second alarm was requested and dispatched. At this time, units were working to place the fire under control.

Initial crews on location made an initial interior attack. Crews rescued a resident on the first floor and several animals in the complex. Due to the rapid fire spread, crews were evacuated and master streams were put in place. Shortly after, crews were able to go back in and

continue to extinguish the fire. It took approximately one hour to place the fire under control.

A total of 83 firefighters were on scene. Anne Arundel County Fire, Naval District Washington Fire and B.W.I. Fire Rescue provided mutual aid assistance. No civilian injuries were reported. One firefighter with minor injuries was taken to the local hospital for evaluation. The fire displaced a total of 37 residents. The Office of Emergency Management (OEM) assisted residents with assistance from the Red Cross.

(Annapolis, MD) Fire investigators determined the cause of the fire to be a lightning strike. The total cost of damage was \$1.3 million.



From Twitter, June 25, 2020 @MikeHuggMedia



# Planning and Zoning

## Issues before Council:

- **O-25-20 Ordinance Second Reader 6/10/2020**  
Conveyance of City-Owned Rights-of-Way at Newtowne Twenty. For the purpose of approving the conveyance of City-owned rights-of-way within the Newtowne Twenty neighborhood; expressly authorizing said conveyance to be made at private sale and not at public auction; expressly finding that the City-owned land to be conveyed is not needed for public use; and matters generally relating to said conveyance.

## Permits and Licenses

- Investigated reported code violations within three days
- Completed 85 percent of all scheduled rental inspections
- Initiated review of all applications within 2.86 days of receipt

## Community Development

### Public Engagement - Housing and Community Development Committee HCDC

The HCDC reviewed and approved the Community Development Block Grants (CDBG) Five-Year Housing and Community Development Consolidated Plan which will go to the City Council in July for adoption. Once adopted, the Plan will be submitted to HUD. The Committee also voted to approve the amendments to the CDBG Citizen Participation Plan. Due to COVID-19, HUD has changed the public comment period from 30 days to five days and allow for virtual public hearings.

### Capital Projects

#### Universal Lodge #14

**Funding:** \$223,000 – State Community Legacy Funds

**Phase:** Design

**ECD:** December 2020

Project includes restoration of the building exterior. The building is on the National Register of Historic Places. The Maryland Historic Trust has approved the restoration. The project architect is currently working on the construction drawings.



## Comprehensive Planning

Complete four policy/program initiatives for Comprehensive Plan update:

- Coordination with Comprehensive Planning consultants
- Review draft fiscal analysis
- Organized June 11, 2020 Planning Commission and Nitty Gritty Committee. Environment Roundtable Discussion with Jackie Guild, “Current City of Annapolis Environmental Programs and Initiatives.”
- Submitted two grant applications for resilience funding and bike infrastructure funding
- June 26, 2020: Attended DHCD Housing Needs Assessment - Advisory Group Meeting



## Pleasant Street Sewer Line Relining

**Funding:** \$30,000 State Community Legacy Funds Phase: Construction

**ECD:** August 2020

The manhole on Pleasant Street was installed in the beginning of June. The sewer main is set up to be lined in August. This special project is to resolve a sewer back-up problem on a privately owned line in a designated Community Legacy neighborhood where the residents were unable to afford the repairs.

## Community Development Block Grant CDBG Cares Act Allocation

The City has received \$156,000 in extra CDBG money. An amendment to our current year plan, the funding is to be used for public service non-profit organizations to provide COVID-19 related services. Six organizations applied for these extra funds: Restoration Community Development, Blessed In Tech Ministries, Arundel Lodge, Center of Help, and Housing Authority. City staff submitted the projects to the HCDC for review. The Committee invited representatives of these organizations to the July meeting to present their proposals. The Committee will make funding recommendations to the City Council in July.

## Five Year Housing and Community Development Consolidated Plan

The City of Annapolis Draft 2020-2024 Consolidated Plan is available for public review on the City’s website. The Plan governs the City’s investment of federal funds for housing and community development priorities and needs, homelessness issues, and the needs of special populations for the next five-year period. An online Public Hearing was

held at 7 p.m. on May 13, 2020. City Council will take action regarding the Plan on Monday, July 27, 2020.

## Public Engagement

### Fair Housing – Analysis of Impediments to Fair Housing

Attended two meetings of the Regional Fair Housing Group to finalize the HUD-required Analysis of Impediments to Fair Housing (AI). The group is made up of representatives from the Baltimore City, Baltimore County, Howard County, Harford County and its Housing Authorities to prepare a Regional AI. A public hearing was held on the AI where member received comments from various organizations including the ACLU. Responses were prepared and included in the document. The final AI will be available for distribution in July.

## Economic Development

Approximately 60 Businesses engaged and supported 31 meetings attended for the month:

### Project Details:

The Economic Development team has actively reached out to businesses across the City to assess their needs and to see if we could be of assistance. The ongoing work of assisting businesses that engage us directly for help with various challenges such as permitting, parking, ribbon cuttings, or expansion needs has also taken up some of our time. Our traditional troubleshooting caseload has slowed somewhat however due to the pandemic.

### Project Status:

- Approximately 10 business cases were closed this month.
- Nine continuously updated Covid-19 Economic Development Division websites provide the Annapolis small business community with various self-help tools.
- The Economic Development Newsletter and Economic Development Updates provide additional useful information for the Annapolis business community.

### Recovery Zone Management

20 meetings attended for the month

6 Recovery Zones launched



One city-wide nighttime dining event

With just over a week to plan, the Economic Development team, working with the Special Events Coordinator and other city

employees support, pulled together a citywide nighttime dining event on June 3. This was a monumental undertaking that required citywide departmental support, business

## Anne Arundel County's Continuum of Care (CoC)

The City of Annapolis is a member of Anne Arundel County's Continuum of Care (CoC), which is a collaborative coalition of over 50 County and City of Annapolis agencies, concerned citizens, nonprofit homeless service providers, and private nonprofit organizations serving special needs clientele, as well as others with interests and roles in ending homelessness in the County and City. The meeting centered on what each organization was doing to help homeless persons and prevent homelessness during the COVID – 19 pandemic and the resources available to City, County and nonprofit organizations to prevent, prepare and deal with results of COVID.



association leadership and the active participation of the retail and restaurant communities.

On June 12th the Recovery Zones and Recovery Districts were launched across the city to help small businesses during the COVID-19 pandemic. Management of these Zones and districts through Zone Captains has required a lot of attention from the Economic Development staff.

Project Status (Recovery Zones include):

- Inner West Street
- Market Space
- Upper Dock Street
- Upper Main Street
- Maryland Avenue
- South Forest Drive

### Small Business Recovery Task Force

13 meetings attended for the month

10 Committees and subcommittees

50 City leaders serve as Task Force members

### Project Details:

The focus for June was completion of the Task Force report so that it could be submitted to the Mayor and City Council. A Task Force committee co-chairs meeting was held on June 15th and a full Task Force meeting was held on June 16th to

assess where we were and to make a final push to complete the committee work that would inform the final report. The Task Force worked diligently all month to advertise to the Annapolis business community the availability of the Anne Arundel Economic Development Corporation's Customer and employee Protection Grant, which was funded by the CARES Act.

#### Project Status:

- Retail Subcommittee held two meetings
- Minority and Women Business Subcommittee held three meetings
- Activities and events Committee held two meetings
- Lodging Subcommittee held one meeting
- Survey Committee launched its second survey for the report

## Historic Preservation Division

- Administrative Applications - 12
- Public Hearing Applications -two for a total value of \$424,235.
- Tax Credit applications for Fiscal Year 2021 forwarded to Finance.
- The Historic Preservation Commission conducted two ZOOM meetings in June with two projects approved on Consent Docket, an Administrative Review request, and a pre- application review for the DPW Flood Mitigation Project.
- Staff continued to work on the Ordinance and Guidelines for proposed "Small Cell" legislation.
- Staff are continuing to work with the following large-scale projects:
  - o 88 State Circle - comprehensive mortar repointing based on a detailed professional mortar analysis.
  - o 80 Compromise Street - Annapolis Waterfront Hotel BGE gas line archaeology.



- o 25 State Circle - hotel/restaurant renovations; Staff are working with the owner on required revisions and conditional approvals to keep the project running smoothly as it is one of the few new businesses under construction during the pandemic.
- o 152 Main - staff is working with the owner to specify and order replacement windows that meet HPC guidelines.
- o Staff is working with the USNA on four Section 106 project reviews: replacement of the College Creek utility bridge, restoration of Gate 2, delineation markers, and Farragut Seawall repairs.
- o The City's consulting archaeologist catalogued the archaeological collections of Historic Annapolis for the purpose of combining their inventory of Courthouse artifacts with the City's inventory. The complete Courthouse Collection will be sent to Anne Arundel County Cultural Resources Division thus enabling consolidation of the storage units from three units to two units.



# Annapolis Police Department

## Suspects Arrested for the Murder of Leslie Saunders

At 6:23 p.m. on March 15, 2020, the Annapolis Department (APD) received calls reporting shots fired and then a possible shooting victim in the unit block of Bens Drive. Officers arrived and located an adult male shooting victim between two apartment buildings. He was pronounced dead at the scene. It is believed that the shooting occurred where the victim was found. The victim of the homicide was identified as Leslie Eugene Saunders, 49, of Annapolis.

On April 3, members of the Annapolis Police, working with officers from the Anne Arundel County Police Department, arrested Michael Gibson, 21, of Annapolis without incident in the unit block of Old Mill Bottom Road, Anne Arundel County. Through investigation, detectives identified Gibson as a suspect in this murder. Gibson was charged with first and second degree murder and seven other criminal charges related to the crime.

On June 11, at approximately 1:30 p.m., members of the Annapolis Police Department located, and arrested Thomas Smith in connection with the March 15 murder of Leslie Eugene Saunders. Smith was charged with conspiracy to commit murder - first degree and accessory after the fact.

## JOINS/ Teen Court:

Teen Court is a program designed by Anne Arundel County Police and conducted at the District Court House in Annapolis.

Officers reviewed four reports for juveniles arrested during this period. Of these cases, none met the JOINS Criteria and one will be entered into Teen Court. There are currently:

- No youth in the program;
- No juveniles on three-month supervised probation;
- No juveniles are on unsupervised probation;
- No juveniles completed the JOINS program to date this year.

## Crisis Intervention Team

**20-2453 Fire 2008 Spa Rd-** Sgt. Vaden and Mobile Crisis assisted with needs assessments and provided support for the displaced residents.

**20-2507 Missing Suicidal Person-** Sgt. Vaden assisted CID with locating a suicidal subject who was found to be in AACo PD jurisdiction. AACo PD had barricade with subject that lasted several hours but came to a peaceful resolution and subject was taken to the hospital.



*Press conference announcing arrest.*

# Public Works - CIP Update

## WATER DISTRIBUTION REHABILITATION

**Project Phase:** Construction

**Project Description:**

The existing water distribution grid is aging as evidenced by frequent failures. The City's Water and Sewer Comprehensive Analysis Plan was developed using typical asset management practices incorporating both probability and consequence of failure factors. The plan establishes risk to every asset and outlines the priority water distribution system rehabilitation capital needs for the next five years. This project includes design and construction of identified priority projects. The plan also identifies additional planning work and assessment strategies necessary to refine prioritization of water distribution infrastructure upgrades into the future. Projects, planning, and assessment activities are directed towards minimizing water loss per Maryland Department of the Environment (MDE) Water Loss Plan.

**Project Status:**

- Homewood/Germantown Water Main Replacement – Replacement of water mains and services resumed on June 8, 2020. Water services on Glen Ave.

are complete and tie-in is complete at Poplar & Locust.

- Tucker, Tolson & Giddings Water Main Replacement – Final closeout and invoicing are in process.
- Pump House Rd, Reidsville/Davis and Creek View/Sixth St. water distribution project – Pump House water main/service work is complete; Creek View/Sixth St. water main & service installation is complete and restoration activities are underway. Davis & Reidsville water main & service installation to begin in July.



## MAYNARD BURGESS HOUSE

**Project Details:**

The Maynard Burgess House has undergone several phases of work to date. Prior approved appropriations cover the first floor renovations. First floor renovations will address structural and engineering issues, water infiltration, insulation, installation of finishes, walls, floors, ceilings, trim; and installation of systems (electric, plumbing, HVAC); and installation of fire detection and suppression system, design and installation of exhibits. The property is protected (interior, exterior, grounds) by a perpetual historic preservation easement held by the Maryland Historical Trust (MHT); therefore, all work is consistent with the Secretary of the Interior's Standards for Rehabilitation.



The exterior work and ground disturbance is also subject to the review and approval of the Annapolis Historic Preservation Commission (HPC). No funding is included for the second floor renovations.

**Funding Sources:**

Grant funds: \$100,000 received from MHT in 2016. The additional \$100,000 grant included in prior approved appropriations assumes the City Council approves the appropriation of an additional \$100,000 via budget amendment in FY2019.

**Project Status:**

- The project design, completed several years ago, is being updated to the current building code.
- Maryland Historical Trust has given grant approval.
- The HPC application was revised and was submitted.
- An easement application was approved by MHT in January.
- Board of Appeals approved the application for Special Exception on March 3, 2020.
- Approved by HPC Public Hearing on June 9, 2020.



# Department of Transportation

## TRANSIT

### Trends In Ridership and Fare Revenue, 2018-2020

Figures 1 and 2 show changes in ridership by route in three fiscal years – 2018, 2019 and 2020. Com-

pared to Fiscal Years 2018 and 2019, ridership and revenues in FY 2020 are down due largely to impacts of COVID-19. The revenue for the State Shuttle is virtually unchanged because the amount includes revenue for state employees through agreement.

Figure 1. Ridership: FY 2018, 2019 & 2020 Compared

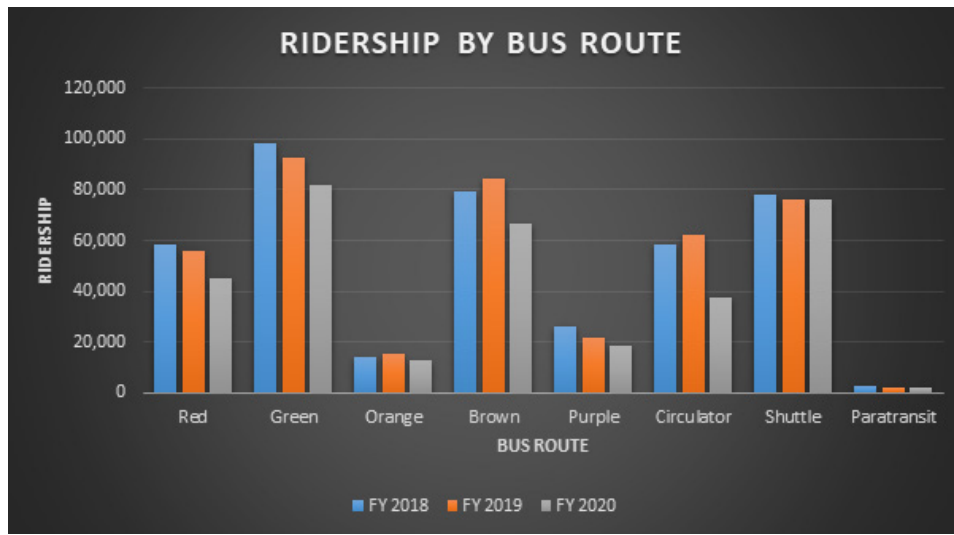
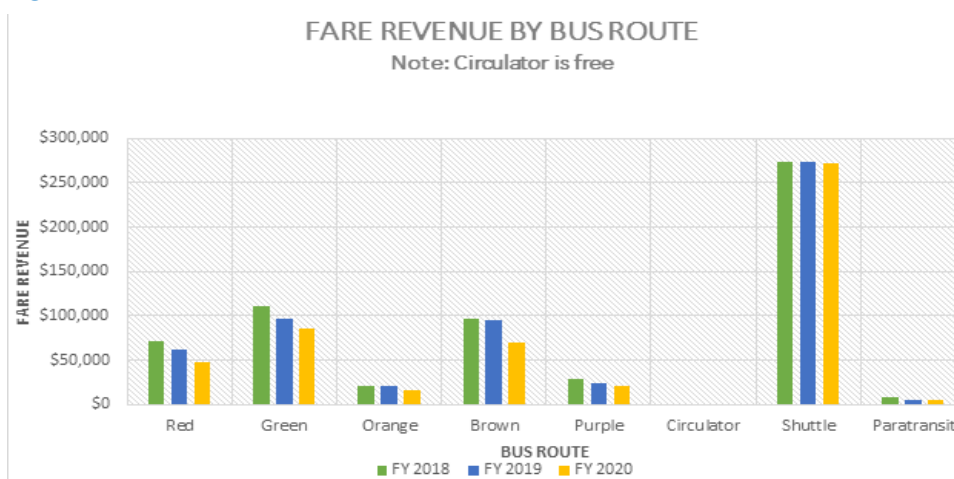


Figure 2. Fare Revenue: FY 2018, 2019 & 2020 Compared



## PARKING

### Parking Activities in June 2020 (Table 3)

Table 3: June 2020 Parking Activities			
Transaction (Activity)	June 2020	June 2019	% Change
Garages/Lots-Vehicles Parked	508	53,586	-99.05%
On-Street - Meter Transactions	19,424	64,130	-69.71%
On-Street - Citations	198	1,423	-86.09%

### Parking Trends, FY 2020 and FY 2019 Compared

As shown in Table 4, there were reductions in all areas – garages/lots vehicles parking, citations and meter transactions. These reductions largely reflect the impacts of COVID-19.

Table 4: Parking Trends			
Transaction (Activity)	FY 2020	FY 2019	% Change
Garages/Lots-Vehicles Parked	543,657	650,215	-16.39%
On-Street - Meter Transactions	460,254	660,300	-30.30%
On-Street - Citations	12,424	20,246	-38.63%

# Recreation and Parks Department

## The Effects of the Pandemic

Due to the Coronavirus Pandemic and the Governor's State of Emergency decree to close public facilities, the Mayor of the City of Annapolis, officially closed Annapolis Recreation and Parks Department (ARPD) facilities, programs, activities and events on March 13, and reopened June 25, 2020 during Phase II of the Governor's reopening sequence.

When appropriate, members of the "Pip" Moyer Recreation Center (PMRC) and community members throughout Annapolis received information about the timetables and circumstances for reopening by way of ARPD social media, ARPD program guide, and the ARPD E – Newsletter.

Under the guidelines released by the Governor and at the direction of the Mayor, the ARPD staff prepared for the eventual reopening of ARPD facilities, programs, activities and events. Staff at the PMRC worked diligently to rearrange the weight room and cardiovascular room apparatus to induce social distancing, prepare the facility, and ensure safety of members of the public.



At both the PMRC and the Stanton Community Center, front desk partitions were installed, and mask wearing rule signs and social distancing decals were strategically placed. Both facilities were thoroughly sanitized for the inevitable return of the public. Additionally, the entire ARPD staff participated in COVID-19 protocol training by the Office of Emergency Management (OEM).

Also, the Anne Arundel County Health Department, the National Recreation and Parks Association and the Maryland Recreation and Parks Association guidelines for COVID-19 protocol and reopening were utilized. Furthermore, OEM distributed personal protective equipment to the ARPD.

During the interim, strategic plans were devised for summer camp, pool opening, and day-to-day operations of parks and playgrounds.



## “GREENING” THE CITY FLEET

**Goal:** Pollution Reductions

**Type of Project:** Energy Efficiency/Clean Energy

**Completion Date:** Ongoing; Report in September 2020

**Cost:** TBD

**Phase:** Planning for FY21 EV purchasing; information gathering

**Project Details:** OEP and the Fleet Manager are collaborating on an initiative to reduce pollution through the replacement of the city fleet with electric and other alternative fuel vehicles. Upon confirmation of the Fleet Manager’s FY21 budget, he will determine how many electric vehicles to purchase. This initial estimate includes two to three Chevy Volt’s (small vehicle) and replacement of a Ford Explorer with an electric SUV. Other purchases in FY21 may be possible and planning will occur for FY22 budget requests. OEP will prepare a report for the Mayor, City Manager, and City Council identifying fleet vehicles for replacement. The report will include acquisition and maintenance expenses, savings, and pollution reductions.

To support city fleet, electric vehicle charging stations will be included in the Hillman Garage redesign and the current Gotts Garage. The bulk of the city fleet will be housed there during construction of the Hillman Garage. The charging units and their installation and maintenance are free to the city through a partnership with BGE. OEP continues to work with BGE on these and other potential EV charging station locations throughout the city.



## MICROGRID STUDY FOR NEWTOWNE 20

**Goal:** Sustainability/Energy Efficiency

**Type of Project:** Microgrid Feasibility Study

**Completion Date:** March 2021

**Cost:** None; grant award to SEPA \$99,725

**Phase:** Grant awarded in June; kick off June 26

**Project Details:** The Smart Electric Power Alliance (SEPA) is a nonprofit that helps electric utilities implement and deploy clean energy and distributed resources. SEPA will use their grant from the Maryland Energy Administration to join forces with Baltimore Gas & Electric Company (BGE), the Housing Authority of the City of Annapolis, (HACA), and Gabel Associates to plan and design a community-scale microgrid for the Newtowne Twenty multifamily housing community. Newtowne Twenty is undergoing a community revitalization effort and the implementation of a clean energy microgrid solution will deliver lasting environmental, sustainability and economic benefits to a community of the city’s most vulnerable populations. MEA anticipates a replicable, scalable community microgrid model. OEP and the Mayor’s office are part of the stakeholders work group that meets monthly on the project.

## TREE REMOVALS AND PRUNING

**Goal:** Public Safety and Tree Health

**Type of Program:** Urban Forestry

**Completion Date:** June 2020

**Cost:** \$4,000 (received from City Council appropriation reimbursing OEP for hazardous tree removal expenses on College Avenue)

**Phase:** Ongoing as needed

**Project Details:** Removed three dead trees, deemed hazardous, on Georgetown Road and one tree in West Annapolis. Pruned tree branches surrounding the Newman Street playground.

## SUSTAINABLE STATES CLEAN ENERGY CHALLENGE

**Goal:** Sustainability/Energy Efficiency/Pollution Reductions

**Type of Project:** Evaluation/Project Identification/Technical Assistance

**Completion Date:** December 2020

**Cost:** None

**Phase:** Annapolis accepted in program; scorecards due July 7.

**Project Details:** The Sustainable States Community Energy Challenge will support 30 communities in five states to assess their clean energy goals and initiatives, compare progress across similarly sized cities, assess future initiatives, and provide support and assistance as a part of a city cohort in each state to complete a priority clean energy initiative. Annapolis was selected as one of 6 communities in Maryland to participate. The project is a partnership of the Sustainable States Network and American Council for an Energy-Efficient Economy (ACEEE) and five state-level programs, including Sustainable Maryland. The first phase of the project will run through December 2020 and will include:

- Community Energy Scoring which measures a range of municipal actions, including local government operations, community wide initiatives, building policies, energy and water utilities, and transportation policies and programs.
- The scorecard will be used to benchmark the City’s policy progress compared to other Maryland municipalities and municipalities in other participating states (New Jersey, Connecticut, Minnesota, and California).
- The State Peer Network will identify one project or policy for each participating municipality that can benefit from cohort collaboration.
- Technical Assistance will be provided to evaluate scorecard results and support project and policy implementation.
- Topical webinars on energy efficiency and clean energy initiatives will be available to city staff and the public between August and December.

# Management of Information Technology

## CONTINUITY OF OPERATIONS

- Continued the executive implementation. Completed the second full parallel with 100 percent accuracy. We have upgraded Executime to the newest version which has enhanced workflow. Live roll out will begin in August to give us time to update the workflow and end user documentation.
- Continuing implementation of Advanced Scheduler for the Fire Department.
- Continued the ADP SmartCompliance Implementation. We are still facing delays due to issues our third party contractor is having with building the bridge between Munis and ADP.
- Continuing the implementation of Open Gov - WDESK for building the budget book. We have completed two training sessions and have another scheduled for the end of July.
- Munis:
  - Continuing PCard Testing - waiting for Finance to tell us which accounts need to be used. \*ACH payments to Vendors update: Finance is working with WellsFargo to enable testing of our file. We are still waiting for this to be completed.
  - Working with TylerForms to develop a form to allow Finance to email vendor bills versus sending paper bills.
  - Completed prep-work for Fiscal Year End Close
  - Uploaded new Fiscal Year salary tables and insurance premium tables.

## ANNAPOLIS.GOV WEBSITE



Analytics for  
www.annapolis.gov

Pageviews

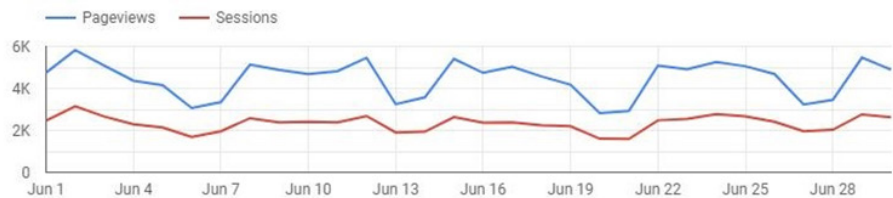
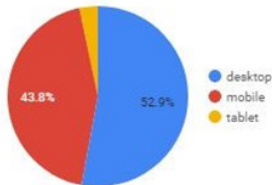
134.1K

Unique Pageviews

111.8K

Sessions

69.8K



### Popular pages

	Page Title	Page	Pageviews
1.	Annapolis, MD   Official Website	/	17,032
2.	Annapolis, MD	/Search	3,722
3.	Annapolis, MD	/list.aspx?PRVMSG=253	2,828
4.	Camp Information   Annapolis, MD	/354/Camp-Information	2,718
5.	Coronavirus (COVID-19)   Annapolis, MD	/1608/Coronavirus	2,718
6.	Jobs with the City   Annapolis, MD	/237/Jobs-with-the-City	2,422
7.	Swimming Pool at Truxtun Park   Annapoli...	/1081/Swimming-Pool-at-Truxtun-Park	2,168
8.	City of Annapolis Recreation & Parks   Ann...	/189/Recreation-Parks	2,110
9.	Online Bill Pay   Annapolis, MD	/802/Online-Bill-Pay	1,995
10.	Boat Ramps   Annapolis, MD	/173/Boat-Ramps	1,971

### Top Internal Search Queries

	Search Term	Pageviews
1.	Waterworks Park	66
2.	Rental Unit - Short-Term Rental Unit Operating Li...	18
3.	Parking	16
4.	Pay Your Utility Bill	16
5.	etrakit	15
6.	Jobs	15
7.	Property Tax	15
8.	Rental Licenses	14
9.	Waterworks	14
10.	Public Testimony	14